



## Council Action Form

<b>MEETING DATE</b>	Wednesday, October 11, 2017			
<b>TITLE</b>	NEW BUSINESS ITEM B: Consider an Ordinance Approving an Additional Appropriation (AA#5 - \$15,000 from Town General Cash Reserve to Town General PR Department) (Ordinance 2017-38)			
<b>SUBMITTED BY</b>	Name and Title: Dax Norton, Town Manager			
	Department: Town Administration			
<b>MEETING TYPE</b>	Work Session Executive	<b>Regular</b>	Special	Retreat
<b>AGENDA CLASSIFICATION</b>	Consent	Presentation	Unfinished Business	<b>New Business</b>
	<b>Ordinance</b>	Resolution	Employment Contract	Proposal
<b>ORDINANCE/RESOLUTION</b> (New ordinances or resolutions assigned a new)	<b>1st Reading</b>	2nd Reading	PUBLIC HEARING	3rd Reading
	<b>Ordinance #: 2017-38</b>		Resolution #:	
<b>CONTRACTS</b> (Contracts must be previously signed by vendor for submission)	<u>Contract Required:</u> Yes <b>No</b>		<u>Signed Contract Attached:</u> Yes <b>No</b>	
<b>APPROVALS/REVIEWS</b>	<b>Department Head</b>		<b>Budget/Finance - Reedy Financial Services</b>	
	Assistant Town Manager		<b>Legal Counsel - Steve Unger</b>	
	<b>Town Manager</b>		Other:	
<b>BACKGROUND(Includes Description and justification)</b>	The Town Public Relations Department hired an assistant mid year 2017. The Public Relations Department Personal Services line needs to be increased by \$15,000 to provide additional funds for FICA, Insurance and Salary for the Assistant Public Relations position. This ordinance is requesting an additional appropriation from Town General Cash Reserves to Town General PR Personal services. The Town General Cash Reserve currently sits at \$1,300,000.			

<b>BUDGET AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:	No
	Expenditure \$:	\$15,000.00
	Source of Funds \$:	Town General Cash Reserves
	Additional Appropriation #:	\$15,000
	Narrative:	See above
<b>Resolution and Ordinance Only)</b>	Hold 1st Reading	
	Not Hold 1st Reading	
	Approve on Second Reading	
	Deny Approval	
<b>PROJECT TIMELINE</b>		
<b>STAFF RECOMMENDATION</b> (Town Council reserves the right to accept or deny recommendations)	Staff recommends approval	
<b>SUPPLEMENTAL INFORMATION</b> (List of all attachments)	Ordinance 2017-38	